

BILL NO. G-94-12- //

GENERAL ORDINANCE NO. G- 27-94

AN ORDINANCE AMENDING
THE CITY'S EMPLOYEE
POLICY AND PROCEDURE MANUAL

WHEREAS, there is a need to periodically review the city's policies and procedures to ensure compliance with local, state, and federal regulations; and

WHEREAS, changes in employment practices necessitate revisions to the city's employee policy and procedure manual from time to time; and

WHEREAS, it is necessary to keep all employees, union and non-union apprised of changes to the city's policies and procedures.

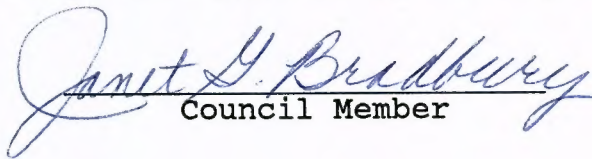
NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. Policy changes noted herein, shall become effective on January 1, 1995;

SECTION 2. The following policy in the city's Policy and Procedure Manual for employees of the City of Ft. Wayne is hereby amended:

a) Policy 6.6 - Vacations

SECTION 3. That this Ordinance shall remain in full force and effect from and after its passage and any and all necessary approval by the Mayor.


Council Member

APPROVED AS TO FORM
AND LEGALITY


J. Timothy McCaulay

CITY OF FORT WAYNE/CITY UTILITIES

POLICY AND PROCEDURE

SUBJECT: VACATIONS

NUMBER: 6.6 PAGE: 1 of 2
EFFECTIVE DATE: AS ADOPTED BY CITY
COUNCIL ON NOVEMBER 9, 1993 AND
REVISED DECEMBER 27, 1994

A. GENERAL

1. For the purpose of this policy statement, the term "service" shall be defined as the period of uninterrupted, continuous full-time employment with the City or Utilities from the date of most recent hire to the present, including those Paid Leaves of Absences for which the employee is eligible to receive his/her normal salary.
2. Returning employees who have formerly severed employment with the City or Utilities shall be treated as follows in accordance with City Ordinance G-15-92:
 - a. Former employees of the City or its Utilities who are rehired, or employees with past service with another Indiana political subdivision, will not gain in seniority as the result of any prior service but will be given credit for such prior service for the purpose of determining eligibility for vacation leave if the prior service is reinstated by PERF (Public Employees' Retirement Fund), at the time that PERF credits the service.
 - b. This section shall apply to all employees who were first employed by the City or its Utilities on or before April 1, 1992, and who leave, or have left, such employment on or after November 1, 1987. Employees hired on or after April 2, 1992, shall be subject to this section provided, however, credit for past service with another Indiana political subdivision may be granted only with the express approval of the Mayor and the Common Council.
3. Vacation time for permanent ~~regular~~ part-time employees will be prorated based on the number of hours the employee works on a ~~quarterly basis~~ ~~n annual basis~~.
4. Vacation time allowed for permanent full-time employees will be as follows:
 - a. Upon completion of one (1) full year of service, ~~and through the year in which an employee completes his/her fifth (5) year of continuous service,~~ the employee shall be eligible for two weeks (10 days) of paid vacation. Vacation time is accrued at the rate of 1.54 hours for each week employed in a pay status or the equivalent of two (2) weeks per year. Subsequent to the one year anniversary date, vacation time may be used as it is accrued, with supervisor approval. Time which has not been accrued may not be taken. ~~Employees with a labor grade designation of 15 and above shall be eligible to use two weeks of vacation after successfully completing their trial period.~~
 - b. ~~When in the year an employee completes six (6) years of continuous service and each year thereafter through the end of the fourteenth (14) full year, he/she shall accrue vacation at the rate of 2.31 for each week employed in a pay status or the equivalent of three (3) weeks per year. This time may be used as it is accrued, with supervisor approval. Time which has not been accrued may not be taken. will be eligible for three weeks (15 days) of paid vacation per year which is accrued at the rate of 2.31 hours for each week employed in a pay status.~~

- c. ~~When in the year~~ an employee completes fifteen (15) years of continuous service and ~~each year thereafter through the end of the nineteenth (19) year,~~ he/she shall accrue vacation at the rate of 3.08 hours for each week employed in a pay status or the equivalent of four (4) weeks per year. This time may be used as it is accrued, with supervisor approval. Time which has not been accrued may not be taken. ~~be eligible for a total of four weeks (20 days) of paid vacation per year which is accrued at the rate of 3.08 hours for each week employed in a pay status.~~
- d. ~~When in the year~~ an employee completes his\her twentieth (20) year of continuous service and thereafter, the employee shall accrue vacation at the rate of 3.85 hours for each week employed in a pay status or the equivalent of five (5) weeks per year. This time may be used as it is accrued. Time which has not been accrued may not be taken. ~~be eligible for 5 weeks (25 days) of paid vacation which is accrued at the rate of 3.85 hours for each week employed in a pay status.~~
5. Unused vacation shall automatically be carried over into the next year. In no event will more than one year of vacation accrual be carried over. Amounts of more than one year carryover shall be reimbursed to the employee.
6. If an employee becomes ill or is injured while on vacation, the scheduled vacation time shall be counted as vacation; if the disability continues beyond the scheduled time of vacation, the sick leave allowances (if any) shall begin on the first scheduled working day after the end of the scheduled vacation.
7. When a paid holiday occurs during an employee's vacation, the employee will receive an additional day to be taken at a time agreed upon by the Department Manager.
8. In order to avoid disrupting the working schedule, the Department Manager shall approve the vacation periods for all employees in that department. When setting the schedule for vacations, the Department Manager shall respect the wishes of employees as far as the needs of the department permit.
9. Upon termination of City employment, the employee shall be paid for all accrued earned and unused vacation. ~~It is understood that vacation taken but not accrued shall be deducted from the employee's last paycheck upon separation from the City's employment.~~ The City of Fort Wayne may, at its option, pay the employee at the time of termination, over a period of time that would equate to the individual's salary as if he/she were working, or over a 120-day period. In no event shall payment be extended over a period longer than 120 days.

Read the first time in full and on motion by Dir Jantz,
seconded by _____, and duly adopted, read the second time by
title and referred to the Committee on Regulations (and the
City Plan Commission for recommendation) and Public Hearing to be held after
due legal notice, at the Common Council Conference Room 128, City-County
Building, Fort Wayne, Indiana, on _____, the _____ day
of _____, 19_____, at _____ o'clock _____ M., E.S.T.

DATED: 12-13-94 _____
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Bradbury,
seconded by _____, and duly adopted, placed on its passage.
PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>7</u>			<u>21</u>
BRADBURY	<u>✓</u>			
EDMONDS				<u>✓</u>
GiaQUINTA				<u>✓</u>
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT	<u>✓</u>			
TALARICO	<u>✓</u>			

DATED: 12-27-94 _____
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne,
Indiana, as (ANNEXATION) ~~(APPROPRIATION)~~ (GENERAL)
(SPECIAL) ~~(ZONING)~~ ORDINANCE RESOLUTION NO. G-27-94
on the 27th day of December, 1994

ATTEST: (SEAL)
Sandra E. Kennedy _____
SANDRA E. KENNEDY, CITY CLERK
Rebecca Perrie _____
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on
the 28th day of December, 1994
at the hour of 11:45 o'clock A. M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 29th day of December,
1994, at the hour of 2:45 o'clock PM M., E.S.T.
Paul Helmke
PAUL HELMKE, MAYOR



The City of Fort Wayne

Paul Helmke, Mayor

24-Hour Job Line (219) 427-1186
Benefits Administration (219) 427-1198
EEO/Affirmative Action (219) 427-1180
Labor Relations (219) 427-1180
Payroll (219) 427-1292
Personnel (219) 427-1180
TDD (219) 427-1180
FAX (219) 427-1393

Department of Human Resources
Room 380

M E M O R A N D U M

To: Members of the City of Ft. Wayne Common Council

From: Nelson Peters, Director of Human Resources

Date: December 7, 1994

Subject: Ordinance Amending the City's Employee Policy and
Procedure Manual

During the last year, changes in policies and procedures have been brought to the City Council for your approval. These have come before you as the need has arisen.

In an effort to make more efficient use of your time, I am recommending submitting these changes quarterly. I will send copies of all of the changes that are being requested in the interim.

The enclosed ordinance includes a change in policy being requested at this time. It modifies the way that vacation time can be used. Presently, there is no clear distinction between how much vacation an employee is eligible to take versus what they have accrued. The enclosed policy will preclude an employee from using vacation before completing one year of service. After that time, they may take any time which has accrued with the consent of their supervisor.

I thank you in advance for your consideration of this matter. Your approval of this revision will be greatly appreciated.

cc: Greg Purcell
Doug Lehman

9-94-12-11

Admn Appr _____

DIGEST SHEET

TITLE OF ORDINANCE: An Ordinance Amending The City's Employee
Policy And Procedure Manual

DEPARTMENT REQUESTING ORDINANCE: Human Resources

SYNOPSIS OF ORDINANCE: Modifies the way vacation time can be used.

EFFECT OF PASSAGE: Allows employees to use any accrual after one year
of service.

EFFECT OF NON-PASSAGE: Current policy stays in effect.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS): \$0

ASSIGNED TO COMMITTEE (PRESIDENT): _____

BILL NO. G-94-12-11

REPORT OF THE COMMITTEE ON
REGULATIONS
REBECCA J. RAVINE - MARK E. GIAQUINTA - CO-CHAIR
DONALD J. SCHMIDT
JANET G. BRADURY

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS
REFERRED AN (ORDINANCE) (~~RESOLUTION~~) amending the City's Employee
Policy and Procedure Manual

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

Mark E. Giaquinta

Donald J. Schmidt

Janet Bradbury

Janet Bradbury

DATED: *12-27-94.*

Sandra E. Kennedy
City Clerk